

Antelope Valley Illegal Dumping Task Force
Members of the Subcommittee
Jan 8, 2014

Brian Brown
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RE: Meeting Minutes Review (2013)

Proposed Action/Comment	Record
Signs	approved, in process
Vouchers	already exists but not adequate, no report
Community sub-committee	not approved
Provide dumpsters	not approved
Free dump days in Ila	no report
Crime stoppers reward program	no report
Camera stolen	no report
Bus advertisement	no report
Trash fire discrepancy (fire dep, sheriff)	no report
Mattress bill	no report
Grants	proposed, awarded
Event info and publications	provided
Av press inlet	provided
Roll off for residents X3	approved, no report
Cameras, wide angle	no report
Peg lee Plaque	awarded
Billboards (burning trash)	no report
Franchise program	no report
Number of topics	18
Number of topics settled	7 (39%)
Number of topics with no further discussion	11 (61%)

Findings

1. Minutes record topics of discussion, but do not include follow up reports on status of corrective actions approved.
2. Minutes record statistics (data) per month, but do not include a big picture or trend analysis of Illegal Dumping activity.

Recommendations

1. **Include pending actions in the minutes; make better use of old business section.**

The old business section could provide a forum for incomplete actions that have previously been discussed and or approved.

2. **Generate quarterly, bi annual, or annual summary report on all topics discussed, current status of actions discussed, and future actions pending.**

Finding out what has been done, what can be done, and what will be done is a significant motivating factor for monthly meeting attendees. A comprehensive report may help to reduce the discovery period and provide motivation for future attendance.

3. **Include information about statistical trends as a way to measure success.**

Monthly statistics could be reported along with how they compare to past months, year to date, and over the past one year. Information on trends can imply effectiveness and or success of corrective actions deployed during those periods.

Conclusion

Detailed record of meeting discussion is critical to the overall effectiveness of both the Task Force Subcommittee and meeting attendees. There remains however, a significant lack in the ability to measure the effectiveness of any of the individual actions deployed without an inventory of incidents. Keeping an inventory of incidents is vital to the Task Force's ability to define problem areas, track incident trends, and to measure the effectiveness of any preventative actions deployed by the Task Force.

For example, an inventory can help to identify incidents that were not reported. This information is useful in measuring the effectiveness of the hotline, and subsequently, any attempts to promote public use of the hotline. Additionally, an inventory can help measure the impact of signs posted, rewards offered, cameras installed or repaired, advertisements posted on busses and billboards, and when grants are awarded.

I am pleased to know that an inventory is being developed and look forward to future discussion on how to manage it to ensure that it is relevant and useful for the deployment of resources.

Appreciatively,

Brian Brown

February 12, 2014

<Sample>

I. Call to Order

II. Self-Introductions

III. Checking Account – Doug Burgis

IV. Illegal Dumping Report – Eve T. Lopez

X Incidents, K Arrests

+/- From Last Report

Last 12 Months

1 Year Ago

-Y

"Above average" or show a line graph

-Z

V. Illegal Dumping Subcommittee Report – Eve T. Lopez

VI. Palmdale Community-Based Social Marketing Outreach - Namju Cho and S. Groner Associates

VII. Meeting Minutes – Brian Brown

VIII. Final Presentation of 2012 grant recipient Palmdale Falcon Tech/Leo Moreno – Benjamin Lucha

IX. Curiosity Quest Video Recognition – Julianne Haness

X. Curiosity Quest Video Preview – Christine Borzaga

XI. Old Business

- Signage
- Cameras
- Reward program
- Advertisement Campaign
- Mattress Bill
- Roll Off Dumpsters / Clean Up Events

XII. Open Discussion/Public Comment

XIII. Adjournment

Next Meeting: March 12, 2014